



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND  
501ST MILITARY INTELLIGENCE BRIGADE  
UNIT 15282  
APO AP 96205-5282

IADK-Z

SEP 29 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Policy Letter #17 – Civilian Time and Attendance

1. Reference. INSCOM Policy Memorandum #25 (Civilian Time and Attendance), dated 18 Sep 2014.
2. Purpose. To ensure the attendance (i.e., presence or absence) of all 501st Military Intelligence Brigade civilian employees is accurately reported and documented in order to compute pay, leave, and associated allowances.
3. Summary. Brigade and Battalion leadership, including supervisors of Korean National (KN) and Department of the Army Civilian (DAC) employees, will take appropriate measures to limit and control all work hours that result in night differential, holiday pay, compensatory time, and overtime pay. The current and forecasted funding posture for the Brigade demands it. Leaders at all levels will be sensitive to costs and embrace ways to keep expenses at a manageable level, to include keeping work schedules at no more than 40 hours per week for each employee.
4. Specifics. Supervisors who approve/sign employee timecards will ensure that any overtime hours worked in excess of 40 hours per week is consistent with the amount of hours authorized by the INSCOM Commanding General (CG). Any compensatory time hours worked in excess of 40 hours per week must be consistent with the amount of hours authorized by the Brigade Commander and/or the Brigade Deputy Commander.
  - a. Authority to schedule and approve compensatory time beyond 40 hours per week is specifically delegated no lower than the Brigade Deputy Commander.
  - b. Authority to schedule and approve overtime hours beyond 40 hours per week is specifically delegated no lower than the INSCOM Commanding General.
  - c. Battalion Commanders/Staff Heads are expected to forecast civilian overtime/compensatory time requirements to the maximum extent possible.
5. Requests for compensatory time that have been forecast in advance should be submitted to the Brigade Civilian Personnel Liaison (CPL). The CPL will route each compensatory time request to the Brigade Resource Management Office and the Brigade Deputy Commander or Brigade Commander for decision. If approved, the

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request will be returned to the employee's supervisor and used to document the approval in ATAAPS.

6. Requests for overtime that have been forecast in advance should also be submitted to the Brigade Civilian Personnel Liaison (CPL). The CPL will route each overtime request through the Brigade Resource Management Office, the Brigade Deputy Commander and/or Brigade Commander for concurrence. If concurrence is given, the request will be forwarded to the INSCOM G-1 Civilian Human Resources Division via the Overtime Request Authorization (ORA) Portal at least 30 days prior to the commencement of the overtime requirement. If approved, the request will be returned to the requesting supervisor and used to document the approval in ATAAPS.

7. All compensatory time and overtime requests should be submitted at least 30 days prior to the commencement of the overtime/compensatory time requirement in order to ensure sufficient time for appropriate staffing and decision.

8. The Brigade Commander is expected to request verbal approval (by calling/emailing the CG INSCOM) for all imminent/un-forecast civilian overtime requirements prior to submission of the required written request for CG approval. Likewise, Battalion Commanders/Staff Heads must contact the Brigade Commander and/or the Brigade Deputy Commander for this type of compensatory time requirement. In all instances, the date of verbal approval and by whom must be cited when submitting the subsequent written request for approval.

9. The procedures for travel compensatory time have not changed. Requests for travel compensatory time must be approved by the first GG-14 or LTC in the employee's chain of command.

a. If the GG-14 / LTC is not one of the employee's certifiers, the request for travel compensatory time will be authorized and approved by using a hard copy premium pay request from ATAAPS. Employees will use the hard copy approval as justification for submitting the automated request in ATAAPS for their certifier's approval.

b. Travel compensatory time must be approved BEFORE it is earned.

c. A copy of the approval and employee's itinerary will be provided to the Brigade Civilian Personnel Liaison's Office for inspection purposes.

10. Unless authorized in accordance with law or regulations to use such time for other purposes, all KN and DAC civilians shall use official time to perform official duties.

11. Employees and supervisors, who knowingly submit time cards with improperly documented hours of work, are subject to formal disciplinary action for making false statements or misrepresentation, to include falsifying information on a time card or other



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document pertaining to time and attendance entitlements. Such formal disciplinary action can range from a written reprimand to removal from the Federal service.

12. The point of contact for this policy letter is Brenda Council, Brigade Civilian Personnel Liaison, at DSN 315-723-8065 / email [brenda.r.council.civ@mail.mil](mailto:brenda.r.council.civ@mail.mil).



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